

FINDING EMPLOYER RECORDS

The first step in creating a Job Order or recording an Entered / Obtained Employment placement in SKIES, once you've got the information in hand, is to find or create a SKIES employer record to which the Job Order or placement may be attached. **In almost all cases, there will already be an existing record which can be used.** (Most of the time, the record will be created through an interaction between ESD's Tax Information System – TAXIS, of which more below – and our SKIES software.) Unfortunately, both before and after SKIES went "live", many unnecessary employer records were created – over 2400 in Pierce County alone, in the first 18 months after SKIES's implementation!

Despite our recently developed ability to *merge* some of these duplicates, and current restrictions on employer record creation to those in designated "Employer Admin" roles, this glut of duplicate records can still make it difficult to "zero in" on the correct one. This Desk Aid is designed to enable you to find that correct employer record, before going to the last resort of requesting the creation of a new one.

To find an existing Employer Record in **SKIES**, you may use either **Employer Locate (Select)** or the **Binoculars** function.

Employer / Locate (Select)

- On the Menu Bar, click **Employer > Select** or click **Employer** button. A **Locate Employer** screen will appear.

The screenshot displays the 'Locate Employer' form within the SKIES Production - 10g SKIES4 application. The form is titled 'Locate Employer' and is set against a light blue background. It contains several input fields and checkboxes for searching employer records. The fields include: Employer Name, Phone, City, County, Zip, UBI Number, Federal Employer Id Number (EIN), SKIES Employer ID, and Job Order ID. There are also dropdown menus for 'Select WDA' and 'Employer Status' (currently set to 'BOTH'). A 'Select Office' section features a list of checkboxes for different offices: AMERICAN LAKE/ PIERCE COUNTY, MC CHORD/ PIERCE COUNTY, PIERCE SOUTH WORKFIRST, and WORKSOURCE BUSINESS CONNECTION. A 'Clear office Selection' button is located below this list. At the bottom of the form, there are checkboxes for 'TAXIS Records' and 'SKIES Records', and a field for 'Employer Created By'. A 'Has Job Orders?' checkbox is also present. The form includes 'New Employer', 'Execute Query', and 'Display' buttons. The status bar at the bottom indicates 'Record: 1/1'.

- Enter the employer name or other search criteria. Click **Execute Query**.
- If only one employer meets all the criteria you have used, all the fields of the **Locate Employer** screen will populate – see the sample at the top of the next page (if the name field is suppressed)

– asterisks only – it can be viewed by clicking on the **Display** button). At this point, various screens associated with this employer (Profile, Job Orders, etc.) can be accessed by returning to the desired drop-down screen under **Employer** on the Menu Bar.

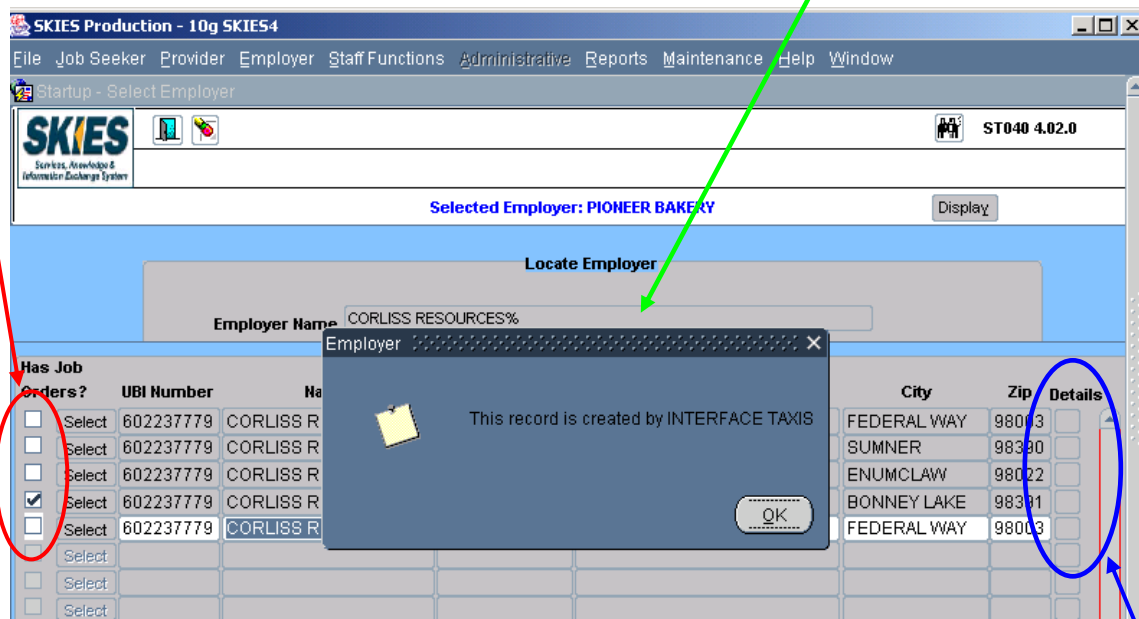
- If *more* than one employer meet your search criteria, you will receive a **Summary** list of those employers. If you are able to immediately identify the one you're looking for, click on the **Select** button to the left of the employer's name.

Has Job Orders?	UBI Number	Name	Phone	Address	City	Zip	Details
<input type="checkbox"/> Select	602237779	CORLISS RESOURCES INC	(253) 924-0104	35053 16TH AVE S	FEDERAL WAY	98003	
<input type="checkbox"/> Select	602237779	CORLISS RESOURCES INC	(253) 924-0104	**SEE SKIES # 1352692**	SUMNER	98390	
<input type="checkbox"/> Select	602237779	CORLISS RESOURCES INC	(253) 924-0104	29410 HWY 410	ENUMCLAW	98022	
<input checked="" type="checkbox"/> Select	602237779	CORLISS RESOURCES INC	(253) 826-8016	3106 SUMNER TAPS HWY	BONNEY LAKE	98391	
<input type="checkbox"/> Select	602237779	CORLISS RESOURCES INC	(253) 924-0104	35053 16TH AVE S	FEDERAL WAY	98003	
<input type="checkbox"/> Select							
<input type="checkbox"/> Select							
<input type="checkbox"/> Select							
<input type="checkbox"/> Select							
<input type="checkbox"/> Select							
<input type="checkbox"/> Select							

- The **Employer > Employer Info > Profile** screen tab of the selected Employer displays.

TIPS

1. To use the 'wild card' – enter the first 3 letters of the Employer Name or other search criteria and the % sign (wild card). Click **Execute Query**. Click to select the desired Employer.
2. Employer names beginning with "A" or "The" may not have such words in their SKIES entries; this is particularly true of those directly generated from TAXIS (through the DATA CONVERSION TAXIS or INTERFACE TAXIS protocols), as that database often suppresses such words. Try leaving them out, or use a % sign (wild card) at the beginning of the name when you search.
3. Similarly, most punctuation is absent from TAXIS, particularly periods, commas and apostrophes, and will therefore also be absent from the employer name in any record generated in SKIES from the TAXIS data.
4. Add, change, or delete criteria to retrieve more or fewer returns.
5. When several entries appear in a **Summary** list, you may not be able to immediately choose from among them. If so, you can access three other elements of information to help you make a choice from among the displayed employers:
 - a. Job Orders: A checkbox for each name, to the left of the **Select** button, will identify any records which have previously had job orders attached to them.
 - b. Origin of Employer Record: clicking on the name of a business will cause a dialog box to display, indicating the genesis of that record (e.g., TAXIS Conversion / Update, JobNet, SKIES, Go2WorkSource/AJB, Unknown, WIA Conversion).



- c. Details button: found on the right side of the screen for each business displayed; clicking on this box will cause the **Employer > Employer Info > Profile** screen to be displayed, with the option of also viewing the **Employer > Employer Info > Benefits/Contacts** tab. If this information identifies the record as the desired one, click the **Select** button at the top of the **Profile** screen, and the entire record becomes "live"; otherwise, click the **Return** button, and you will be returned to the **Summary** list of employers. See the screen shot on the next page for illustration of this **Details** preview screen.

SKIES Production - 10g SKIES4

File Job Seeker Provider Employer Staff Functions Administrative Reports Maintenance Help Window

Employers - Profile

2 Notes Found

Return Select

EM020 4.09.2

SKIES Services, Knowledge & Information Exchange System

Employer: CORLISS RESOURCES INC

Profile Benefits/Contacts Business Desc./Service Int.

Employer Profile

SKIES Employer ID 1352692 UBI Number 602237779 Federal Employer Id Number (EIN) 41-2061261

Business Name CORLISS RESOURCES INC Owners Name CORLISS RESOURCES INC

Email shawnawilliamson@corlissresources.com Phone (253) 826-8016 Fax (253) 845-9411

NAICS Code 327320 Ready-Mix Concrete Manufacturing

Employer Status ACTIVE Inactivation Person Inactivation Date Inactivation Reason

Mailing Address PO BOX 487 City SUMNER State WA Zip 98390 0090 County PIERCE

Company Address 3106 SUMNER TAPS HWY SUITE A City BONNEY LAKE State WA Zip 98391 6716 County PIERCE

Select Office Assigned Staff Assigned

☒ WORKSOURCE PIERCE KEARSLEY, JEAN

☐ AMERICAN LAKE/ PIERCE COUNTY

☐ MC CHORD/ PIERCE COUNTY

Public Transportation ☐ Minority/Women Owned Business ☐ Federal Contractor ☐ Ability to Host OJT ☐ Affirmative Action ☐

URL www.corlissresources.com Job Contact URL Company Size 51-100 EMPLC

Ownership CORPORATIONS Employer Sector PRIVATE, FOR PROFIT

Employer Created By: INTERFACE TAXIS

Record: 1/1

6. For further hints on finding the correct employer record, see the [Discussion](#) topic below.
7. If an employer has been located by inquiring on a Job Order number, the name of the company will be suppressed (asterisks); click the **Display** button to hide or display Employer information.

~~~~~

## Binocular Search

- Click the **Binoculars** icon on the SKIES Tool Bar, to launch a Binocular Search.

SKIES Services, Knowledge & Information Exchange System

ST040 4.02.0

Click here, to get this.

Binocular Search

What type of Binocular Search?

Seeker Employer/ Provider Job Order

Cancel

Display

SKIES Employer ID Job Order ID

- 
- SKIES Production - 10g SKIE54**
- File Job Seeker Provider Employer Staff Functions Administrative Reports Maintenance Help Window
- Employer/Provider Search
- Employer/Provider Search Criteria** BN010 4.02.0
- Select at least one**
- WDA Tacoma - Pierce
- Office Name
- Staff Name
- Employer Name
- Industry
- Bus. Desc.
- FEIN
- UBI number
- NAICS code
- ES Account #
- Employer Sector
- State WASHINGTON
- City
- County
- Zip
- Search Parameters**
- Only records with recorded services ☐
- Start Date End Date
- Only records with job orders ☐
- Start Date End Date
- Employer/Provider ☒ Both ☐ Employer ☐ Provider
- Status ☐ Both ☒ Active ☐ Inactive
- UBI Blank? ☒ Both ☐ Blank ☐ Not Blank
- Open Yes No
- Training Provider ☒ ☐ ☐
- Federal Contractors ☒ ☐ ☐
- OJT Ability ☒ ☐ ☐
- Apprenticeship ☒ ☐ ☐
- Education Assistance ☒ ☐ ☐
- Career Talks ☒ ☐ ☐
- Career Days ☒ ☐ ☐
- Internship ☒ ☐ ☐
- Employment Practice ☒ ☐ ☐
- Job Rotation ☒ ☐ ☐
- Mentoring ☒ ☐ ☐
- Employee Development ☒ ☐ ☐
- Youth Apprenticeship ☒ ☐ ☐
- Cooperative Education ☒ ☐ ☐
- Job Shadowing ☒ ☐ ☐
- Workplace/Industry Tours ☒ ☐ ☐
- Results Screen** **Clear Form** **Execute Query**
- Exit Form**
- List Item WDA Region Name
- Record: 1/1

- 5

- displayed by clicking on the headings.)

- By clicking on any particular employer name, you'll cause a pop-up screen to display, as shown, which indicates the origin of the corresponding employer record in SKIES.
- To assist in picking the right entry, you can click on the **Display Details** button to the left of an item, and bring up the following screen:

- Return** will send you back to the summary list of companies. Or you may click **Select Employer** on either this screen *or the previous one*, to go to the **Profile** screen of the desired Employer.

## TIPS on Binocular Method

- To use the 'wild card' – enter the first 3 letters of the Employer Name or other search criteria and % sign (wild card).
- Add, change, or delete criteria to retrieve more or fewer returns.

## DISCUSSION on Missing Records and Alternative Methods

There are relatively few reasons why there might not already be a record in SKIES for a legitimate company; among the more common are the following:

- It's a "Mom-&-Pop", or other startup company, just now hiring their first paid employee(s) in Washington State, and therefore not in the ESD tax database yet.
- It's an established company, but new to Washington state; frequently the case with new federal contractors.
- It's some company that *is* in the database, but at a store location which didn't exist at the time the company registered with us, and hasn't been added as an update since (fairly common).
- You're searching under a wrong name. Perhaps the company's registered name is "James Davidson Enterprises", and you're looking for it under a DBA like "Jim's Painting"....or vice versa! In another common scenario, the work location and ostensible employer may be, say, the "Broadview Apartments" – which may even have its own UBI number – but the *actual employer-of-record* is Acme Property Management. Placements must match up with the company on Form W-2 at the year's end!
- The company is exempt from Unemployment Insurance taxes – and therefore not in TAXIS – such as a church; a real estate office where everyone there is qualified as an agent (an exempt occupation); or a beauty salon where state-licensed cosmetologists practice on a perfectly legitimate "rent-a-chair" model. (When this is the case, it *may* be an indication that a job order is not appropriate; check to see if there is an actual employer-employee relationship, and wages reported on Form W-2.)
- The business has contracted for the services of a "Professional Employer Organization", which serves as the actual "employer-of-record" by handling not only payroll functions, but all other Human Resource duties and responsibilities, including liability for UI taxes (+ L&I + Social Security, etc.).
- Or.....you may actually have come upon an employer who is "flying below the radar", "hiring off the cuff", "paying under the table", etc., all of which mean that employees are being *treated* as independent contractors, while that may very well be not a proper designation, by either state or federal rules.

Considering the above anomalies will often help in either finding the correct employer record, or explaining why it cannot be found. In almost all other cases, there will already be an existing record that can be used, and we will want to choose and continue using it, for continuity of access to information on old job orders, employer contact names/numbers, contact notes, etc.; creating a new one – by request to those assigned to the Employer Admin security role – is a last resort.

By the way, when needing to record an "Entered / Obtained Employment" placement for your client's return to employment in, say, California, don't assume that the company isn't to be found in SKIES, skip the search, and request a record creation. That individual may be going to work for a company which *also* has WA State operations – and therefore an employer record in our system – or we may have already created a record at some time in the past, to record a *previous* out-of-state placement.

By the same token, an out-of-state address for a company doesn't necessarily means that the work site is also out-of-state. Your client may just be reporting the company HQ, and not his job site location, perhaps because all he has to go on is something, like a company application form or Form W-2, with the former address on it. Asking "Where will you be actually working?" may be helpful here.

~ ~ ~ ~ ~

Whenever searching in SKIES using either the **Locate Employer** or **Binocular** screens isn't successful, alternate methods should be considered, before concluding a new record needs to be generated *ad hoc*.

- **Alternative Step 1 – Employer List:** Your WDA or WorkSource Office may maintain a master list or database of prior business customers – employers who have received services from WorkSource staff, including Job Orders and participation in Employer Events or Job Fairs, over the last several years. If so, check to see if the employer is already on that list. A sample of such a list (for the Tacoma/Pierce County WDA) appears below.

|    | A                                          | B       | C                     | D        | E                | F     |            |
|----|--------------------------------------------|---------|-----------------------|----------|------------------|-------|------------|
|    | Company Name                               | SKIES # | Address 1             | Addr 2   | City             | State | ZIP        |
| 2  | "A" Auto Rental                            | 20178   | 3412 S Tacoma Way     |          | Tacoma           | WA    | 98409-4729 |
| 3  | 21 Commerce                                | 1526081 | 2106 Pacific Ave      | Ste 100  | Tacoma           | WA    | 98402-3008 |
| 4  | 2121 Pub                                   | 1029030 | 2121 112th St E       |          | Parkland         | WA    | 98445-3729 |
| 5  | 48th Street Pub & Eatery                   | 1440058 | 3629 S Yakima Ave     |          | Tacoma           | WA    | 98408-4947 |
| 6  | 5 Minute Rock Chip Express (see Chipsmith) | 19867   | 3017 Bridgeport Way W |          | University Place | WA    | 98466      |
| 7  | 911 Driving School                         | 1519428 | 6020 Main St SW       |          | Lakewood         | WA    | 98499-6506 |
| 8  | A & B Bookkeeping Tax & Services           | 1128369 | 15 Tacoma Ave N       | Ste I    | Tacoma           | WA    | 98403-3124 |
| 9  | A & B HomeCare & Staffing, Inc.            | 1198647 | 22828 Pacific Ave S   | Ste A205 | Federal Way      | WA    | 98003-6892 |
| 10 | A & E Auto & RV Repair                     | 1170407 | 6602 S Adams St       |          | Tacoma           | WA    | 98409      |
| 11 | A & E Automotive Repair & Parts            | 1198513 | 3201 S Tacoma Way     |          | Tacoma           | WA    | 98409-4724 |
| 12 | A & K Railroad Material                    | 1081518 | 4816 River Road E     |          | Tacoma           | WA    | 98443-2135 |
| 13 | A & S Surplus, Inc.                        | 6216    | 15008 Union Ave SW    |          | Lakewood         | WA    | 98498-2252 |
| 14 | A B C Transmission                         | 19693   | 5032 S Tacoma Way     |          | Tacoma           | WA    | 98409-4449 |
| 15 | A C Nielson                                | 10000   | 10611 Canyon Rd E     |          | Druskin          | WA    | 98373      |

- **Alternative Step 2 – TAXIS Files:** Can the employer be found in TAXIS, the ESD tax database? This requires a WDA's Business Services team designating an ESD employee with a security profile which will allow access to this database, and obtaining some entry-level training in this area.) The comprehensive cross-match utility in TAXIS (the YUA screen) allows for searching by company name or DBA, owner or corporate officer name and/or SSAN; FEIN or UBI numbers; and ES Reference Numbers (the company's ESD UI Tax account number). Using this will turn up almost any employer who can't be unequivocally located in SKIES itself.

```

ESD TPX 1
File Edit Setting Help

CROSS REFERENCE INQUIRY PROMPT                                YUA

NAME integrity
FED ID NUM
BASE EMPR NUM
UBI NUM
SSN NUM

CMD      KEY
PF: 1=MENU 6=OUT 12=CANCEL
10/03/07 08:53:38
  
```

- Then, with the right UBI and FEIN numbers in hand from the ZAC screen of TAXIS (next page), and the exact appearance of the company name from that screen, one can usually find the equivalent employer record created in SKIES at the time of Conversion, or since.

ESD TPX 1

File Edit Setting Help

EMPLOYER STATUS INQUIRY ZAC

EMPR NUM 364996-00 7 FEIN 20-8727235 DTO 400 TRAN DATE 05/08/07  
 STATUS ACTIVE UBI 600 596 536 000 AUDIT ISSUE DATE  
 AUDIT COMPL DATE  
 INACTIVE REASON

MAILING ADDRESS  
 INTERGRITY CARPET  
 CLEANING AND JANITORIAL  
 SERVICES  
 2907 S 8TH ST  
 TACOMA WA 98405-2510  
 COUNTRY  
 BUS PHONE (253) 761-6456

LIAB LIABLE  
 SUBJECT 04/15/07  
 LIABLE 04/15/07  
 INACTIVE  
 REINSTAT  
 DETERMTN 04/06/07

UI TAX RATE 1.50  
 SOCIAL COST 0.58  
 LEG NAICS ADJ 0.00  
 SURCHRG 0.00  
 TOT UI TAX RATE 2.08  
 ST TAX 0.02

As noted elsewhere, TAXIS may use two or three lines for the company name, since each line field is shorter than those in SKIES; only the first line is automatically transferred to the SKIES record. This distinction is the prime reason why "shorter is better" whenever doing alphabetic employer name searches in SKIES.

- **Alternative Step 3 – Other Search Engines:** Other tools are available outside the SKIES / TAXIS universe for locating companies, and utilizing them will often help by supplying a corrected version of a company name, an owner's name, or even a UBI number. (If all you get is a phone number, call the business and ask for the rest! In a small one, ask for the owner, or have someone give you the number off the Master Business Application hanging on the wall; in a larger one, ask for the HR or payroll department, or whoever is responsible for producing quarterly tax statements.)

(1) The first tool is the Washington state **Business Records Database** maintained by the **Department of Revenue**; a "Lookup Business Information" site is available at <http://www.dor.wa.gov/content/doingbusiness/registermybusiness/brd>.

Department of Revenue Washington State

CONTACT US | ABOUT US | QUESTIONS & ANSWERS | PRINTER FRIENDLY

Español | Русский | 한글 | Tagalog | Tiếng Việt | 漢語

Home

> File & pay taxes

▼ Doing business

Business types

Register my business

My account

Audits

> Find taxes & rates

> Workshops & education

> Get a form or publication

Find a law or rule

DOING BUSINESS > REGISTER MY BUSINESS > LOOKUP BUSINESS INFORMATION

**Lookup business information**

If you have questions or would like to update your account information, please [contact us](#).

**Search by**

☒ Business or owner name

Contains

City (optional)

☐ UBI/Tax Registration Number

Alternate search criteria methods; the selection shown generates the screen on the following page:

Select a name to see more information.

| Name                                                               | City    | Status |
|--------------------------------------------------------------------|---------|--------|
| <a href="#">INTEGRITY CARPET &amp; UPHOLSTERY CLEANERS</a>         | SEATTLE | Closed |
| <a href="#">INTEGRITY CARPET &amp; UPHOLSTERY CLEANING</a>         | TACOMA  | Closed |
| <a href="#">INTEGRITY CARPET CLEANING &amp; JANITORIAL SERVICE</a> | TACOMA  | Open   |

Previous Next

Jump to Page:  of 1 pages.

Clicking on a business name...

...yields an owner name and UBI #, which can be fed back into TAXIS or SKIES.

### Washington State Department of Revenue State Business Records Database Detail

TAX REGISTRATION NO: 603020648 ACCOUNT OPENED: 05/01/2010  
 UBI: 603020648 ACCOUNT CLOSED: OPEN  
 ENTITY NAME: INTEGRITY CARPET CLEANING & JANITORIAL SERVICE  
 BUSINESS NAME:

MAILING ADDRESS: 2116 S AINSWORTH AVE  
 TACOMA, WA 98405-3109

BUSINESS LOCATION: 2116 S AINSWORTH AVE  
 TACOMA, WA 98405-3109

ENTITY TYPE: LIMITED LIABILITY  
 NAICS CODE: 561720

RESELLER PERMIT NO: N/A  
 PERMIT EFFECTIVE: N/A  
 PERMIT EXPIRES: N/A

FOR NON-COMMERCIAL USE ONLY

04/11/2012 11:21 AM

(2) Another site is maintained by the **Department of Labor & Industries**, and allows one to "Look Up Contractors or Tradespeople", to use the title of the page, which is found at <https://fortress.wa.gov/lni/bbip/search.aspx>. Particularly useful, as small contracting companies are among those most often found to be inappropriately applying the "independent contractor" concept to those they hire. On the other hand, they're also often businesses who have just now hired their first non-family employee.

### Contractors

**Hiring a Contractor**

- Basics for Homeowners
- Look Up Contractors or Tradespeople
- Lookup Violators
- About Verifying Workers' Comp Coverage
- Is Your Subcontractor Really an Employee?

[Report Unregistered Contractors](#)

[Registering as a Contractor](#)

[Submit Insurance Online](#)

[Training & Workshops](#)

[Contractor Forms & Publications](#)

### Look Up Contractors or Tradespeople

Use this form to look up a business or individual to be sure they've met all legal requirements for operating in Washington before hiring them.

This site uses "hover over" functionality. Placing your mouse over an info button ⓘ will result in further information being displayed relative to the item selected.

#### Search for a Contractor

Please choose **one** item below to begin your search:

☐ Name (enter the first characters of the name)

☐ City and/or County

☐ License (number or type) ⓘ

☐ UBI Number ⓘ

[Get more search options >](#) [Lookup Violators >](#)

(3) For those businesses that require a “Professional License” from the Washington state Department of Licensing, there is a database which may be queried to find companies by type and/or name, at <https://fortress.wa.gov/dol/dolprod/bpdLicenseQuery/>.

WASHINGTON STATE DEPARTMENT OF LICENSING

Office Locations | Forms

Home Driver License Vehicles & Boats **Business & Professional** List of Licenses Moving to WA

**Search**  
BUSINESS & PROFESSIONAL LICENSES

How to look up a business or professional license we issued.

- Choose the type of license you're looking for and search by any of the following categories.
- If you don't see the type of license you're looking for, see [Other Licenses](#) for information on licenses issued by other agencies.

License Type: Choose a type of license

License or UBI Number:

If you don't have a License or UBI number, search by any of the fields provided below.

Business Name: Last Name, First Name, Street Address, City, County: All Counties

Search Search Tips

In using this License Query System, you can select any combination of the indicated fields to check against.

How to look up a business or professional license we issued.

- Choose the type of license you're looking for and search by any of the following categories.
- If you don't see the type of license you're looking for, see [Other Licenses](#) for information on licenses issued by other agencies.

License Type: Choose a type of license

License or UBI Number:

If you don't have a License or UBI number, search by any of the fields provided below.

Business Name: Last Name, First Name, Street Address, City, County: All Counties

Use of lists of individuals provided on this site for Revised Code of Washington.

License Type dropdown list:

- Choose a type of license
- Appraisal Management Companies
- Appraisers
- Architect Firm\*
- Architects
- Auctioneers
- Bail Bond Agents
- Boxing, Wrestling and Martial Arts
- Camping Resorts
- Cemeteries
- Collection Agency\*
- Cosmetologist, Barber, Manicurist, Esthetician
- Court Reporters
- Driver Training School
- Employment Agency\*
- Engineer/Land Surveying Corporation
- Engineer/Land Surveying Limited Liability Con
- Engineers
- Funeral Directors and Embalmers
- Geologists
- Home Inspector
- Land Surveyors
- Landscape Architects
- Limousine\*
- Notaries
- On-Site Wastewater
- Private Investigators
- Real Estate
- Security Guards
- Tattoo, Body Art, Body Piercing
- Taxi\*
- Timeshares
- Travel Agency\*
- Vehicle Related Business\*
- Whitewater River Outfitter\*
- All Professional Licenses

However, searches using this database are restricted to the indicated types, all of which are regulated by the Business Licensing Service of the Dept. of Revenue.

Here, we'll search for Bail Bond Agents, and further restrict our search to Pierce County (under the drop down list).

# Search BUSINESS & PROFESSIONAL LICENSES

Narrow your search

☒ **Search For All Bail Bond Agents** [Continue](#)

Or narrow your search:

- ☐ **Bail Bond Agency**
- ☐ **Bail Bond Agency Branch**
- ☐ **Bail Bond Agent**
  - ☐ Bail Bond Recovery Agent
  - ☐ Qualified Agent
- ☐ **Bail Bond Recovery Agent**

Notice that when there are sub-categories under the license type we've selected, another screen pops up, and offers the opportunity to refine our search criteria.

We'll select the broadest category, click on Continue, and the results are displayed below.

## Search BUSINESS & PROFESSIONAL LICENSES

Search Results

Your Search Criteria:

License Type: Bail Bond Agents  
County: Pierce

Click on a name below for more info

Results 1 - 25 of 70:

| Name                                                               | License Type             | City             | State | Status     |
|--------------------------------------------------------------------|--------------------------|------------------|-------|------------|
| AAAAAALWAYS OPEN BAIL BONDS LLC<br>AAAAAALWAYS OPEN BAIL BONDS LLC | Bail Bond Agency         | TACOMA           | WA    | Active     |
| ALBI, CHRISTINA                                                    | Bail Bond Agent          | TACOMA           | WA    | Active     |
| ALBI, KEITH S                                                      | Bail Bond Agent          | TACOMA           | WA    | Active     |
| ALBI, KEITH S JR                                                   | Bail Bond Agent          | TACOMA           | WA    | Active     |
| BAD BOYS BAIL BONDS INC<br>BAD BOYS BAIL BONDS, INC.               | Bail Bond Agency         | TACOMA           | WA    | Active     |
| BERNAL, ERIK J                                                     | Bail Bond Recovery Agent | LAKEWOOD         | WA    | Delinquent |
| BROKAW, TY B                                                       | Bail Bond Agent          | TACOMA           | WA    | Active     |
| BROKAW, TY B                                                       | Bail Bond Recovery Agent | TACOMA           | WA    | Active     |
| DAVALOS, FRANK X                                                   | Bail Bond Recovery Agent | TACOMA           | WA    | Active     |
| DORROUGH, JAMES C                                                  | Bail Bond Agent          | TACOMA           | WA    | Terminated |
| DORROUGH, JAMES C                                                  | Bail Bond Recovery Agent | UNIVERSITY PLACE | WA    | Active     |
| DRAPER, ELAINE                                                     | Bail Bond Agent          | TACOMA           | WA    | Terminated |
| ESTACIO, GRACE E                                                   | Bail Bond Agent          | TACOMA           | WA    | Active     |

This screen will advise you when there are problems with a company's license which may bear on whether you can post job listings or record placements as paid employees.

(4.) For a variety of companies *which must obtain special licenses* from the Washington Dept. of Revenue's Business Licensing Service, there is one more database which allows for a business locator search, at <http://bls.dor.wa.gov/LicenseSearch/>.

The screenshot shows the 'Search Business Licenses' page of the Washington State Business Licensing Service. The page has a header with the state seal and navigation links: Home, Start your business, Change or update your business information, and How to. The main heading is 'Search Business Licenses', followed by the instruction 'Search for business licenses issued through the Washington State Business Licensing Service.' and a link to 'Take our brief survey'.

The search form includes the following fields:

- License Type:** A dropdown menu currently set to 'Washington State Business'. A red arrow points from a text box to this dropdown.
- License/UBI/Dealer #:** A text input field with a help icon.
- Business or Trade Name:** A text input field with a help icon.
- Last Name:** A text input field with a help icon.
- First Name:** A text input field with a help icon.
- Street Address:** A text input field.
- City:** A text input field.
- County:** A dropdown menu set to 'All Counties'.
- Search:** A button.
- Search Tips:** A link.

A red box on the left contains the following text:

Fill in any combination of fields on this screen, and search all Washington State Businesses;

or against one category from the drop down menu;

or, for vehicle-related specialty licenses, from one of the sub-categories displayed below.

A red arrow points from the 'Search' button to the 'License Type' dropdown. Another red arrow points from the 'License Type' dropdown to a list of license categories on the right. A third red arrow points from the 'Vehicle Related Specialty Licenses' category to a detailed list of sub-categories at the bottom.

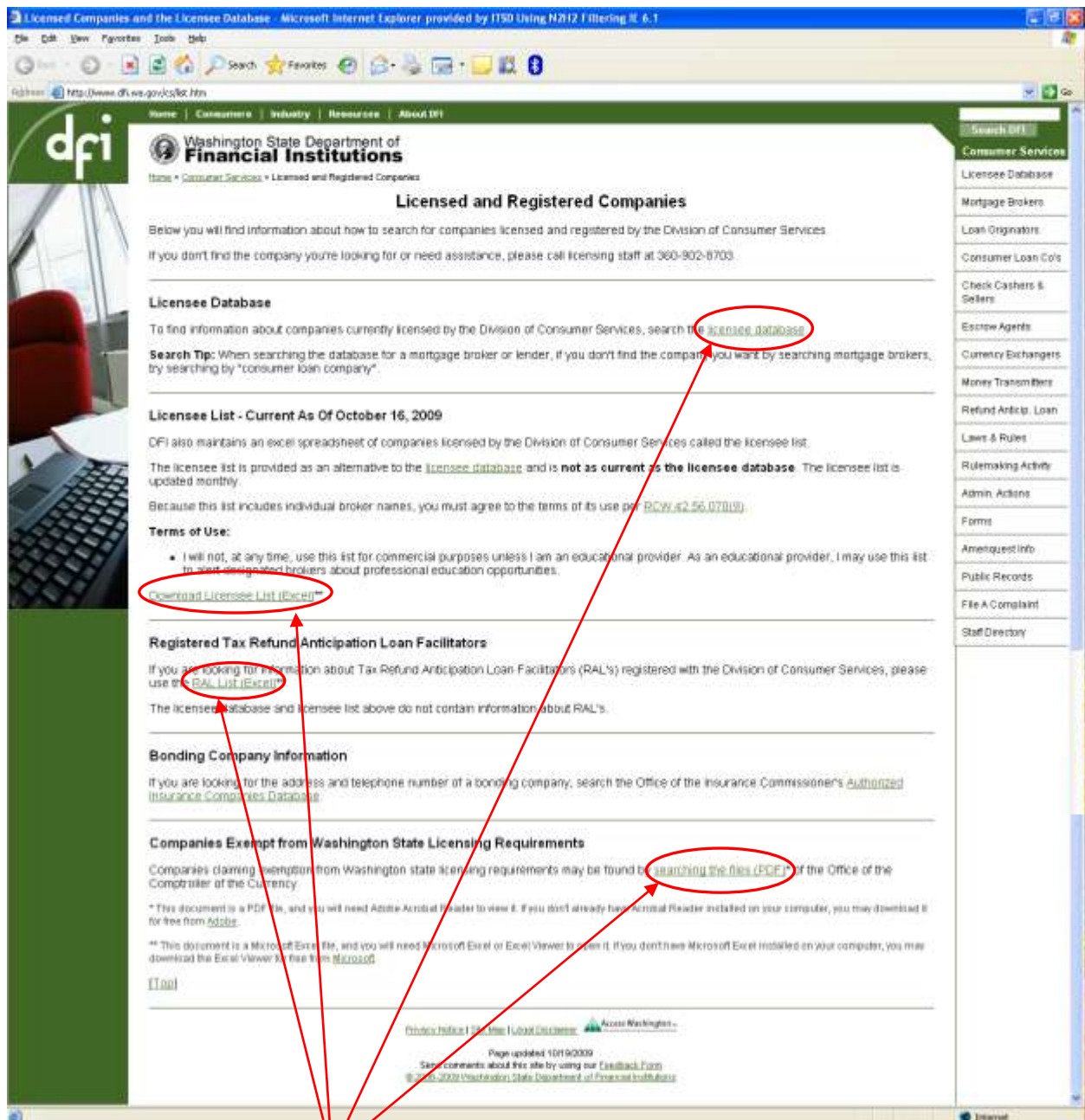
The list of license categories on the right is:

- All Business Licenses \*
- Architect Firms
- City Business Licenses
- Collection Agency
- Employment Agency
- Mobile Home Parks
- Private Investigative Agency
- Travel Agency
- Vehicle Related Specialty Licenses
- Washington State Business
- Whitewater River Outfitter
- X-ray Facilities and Devices

The detailed list of sub-categories at the bottom is:


- ☐ Architect Firms
- ☐ Cigarettes and Tobacco
- ☐ City Business Licenses
- ☐ Collection Agency
- ☐ Employment Agency
- ☐ Liquor Licenses
- ☐ Lottery
- ☐ Mobile Home Parks
- ☐ Other Washington State Businesses
- ☐ Private Investigative Agency
- ☐ Telephone Solicitors
- ☐ Travel Agency
- ☐ Vehicle Related Specialty Licenses
  - ☐ Hulk Haulers
  - ☐ Limousine and Towncars
  - ☐ Motor Vehicle Wreckers
  - ☐ Registered Tow Truck Operators
  - ☐ Scrap Processors
  - ☐ Taxi and Other Vehicles for Hire
  - ☐ Towed Vehicles Impound Storage Site
  - ☐ Vehicle Manufacturer
  - ☐ Vehicle Transporters
  - ☐ Vehicle/Vessel Dealer
- ☐ Weights and Measures
- ☐ Whitewater River Outfitter
- ☐ X-ray Facilities and Devices

(5) The Washington state **Department of Financial Institutions** is responsible for oversight of state-chartered banks, credit unions, mortgage brokers, consumer loan companies, escrow companies, money transmitters & currency exchangers, and check cashers & sellers (payday lenders). The Department maintains a search website for companies licensed and registered by their Division of Consumer Services, at <http://www.dfi.wa.gov/cs/list.htm>.




This site offers a number of ways to search for various types of financial institutions. We'll look at just the first database circled above, the licensee database. Clicking on the link above will bring up the following screens, in order, as we search for a MoneyTree check cashing branch in Tacoma:





## Licensee Database



Washington State Department of  
**Financial Institutions**

**DETAILED INFORMATION:**  
 Detailed information on the filing or licensee you selected is displayed below. To obtain additional information for Securities, Franchise & Business Opportunity filings, send an e-mail to the [Division of Securities](#). For additional information on Money Transmitter/Currency Exchangers, Mortgage Broker, Small Loans, Check Cashers/Check Sellers, Escrow Agent/Officer, Consumer Loan and Loan Originator filings, send an e-mail to [Division of Consumer Services](#). In either case, please include the file number in the subject line.  
 This information is up-to-date as of **Wednesday, April 11, 2012**.  
 By proceeding, you agree that the information provided will not be used for commercial purposes. See [RCW 42.56.070\(9\)](#).

|                             |                                           |
|-----------------------------|-------------------------------------------|
| Company Name                | Moneytree Inc                             |
| Trade name                  | Moneytree                                 |
| License Number              | 530-SL-16489-16508                        |
| License Type                | Small Loan Endorsement License-- (Branch) |
| Physical Address            | 2528 S 38th St, Ste E<br>Tacoma, WA 98409 |
| Main Phone Number           |                                           |
| Status                      | Current-Licensed                          |
| Bonding Company Information | Travlers Casualty & Surety Co of America  |
| Bonding Number              | 400TB2683                                 |

[Start New Search](#) | [Back To Result List](#)

(6) After exploring state agencies, another option is to go to any of various sites maintained by counties or cities/towns. These political entities need to keep track of companies required to register within their jurisdictions, for the purpose of B&O tax payment & business licensing, if nothing else. Sites will vary by region, of course, and those entrusted with the Employer Admin role should research the ones in their WDA's area. A sample site for the **City of Tacoma** is: [https://www.tacomaservices.org/default.do?call=tl\\_disclosure&grp=5](https://www.tacomaservices.org/default.do?call=tl_disclosure&grp=5), which yields the following screens (shown in sequence, as a search is carried out):



The screenshot shows the website **tacomaservices.org** with the tagline "We're changing to serve you better." and a "Choice Convenience A Click" logo. The navigation menu includes Home, Citizen Request Center, Request a Service, Tax & License, Links, Business Records Search, Business Records Search, and FAQ. The main content area is titled "Tax & License Business Records Search" and contains the following instructions:

1. Select a search type.
2. Enter your search criteria for the selected type.
3. Click 'Search' button.

Click [here](#) for additional search tips.

In the Owner Name field enter all or part of the Corporation, LLC, Partnership or owner's last name.

☐ Owner Name:

In the Business Name field enter all or part of the business name.

☒ Business Name:

In the UBI field, enter the entire 9 digit UBI number.

☐ UBI:

At the bottom, there are two buttons: "Search" and "Reset".

## Tax & License Business Records Search

Search results for Business Name: **integrity**

Select the box next to the business to view and print details.

21 records found

|                                     | Doing Business As                | Location                                               | Status |
|-------------------------------------|----------------------------------|--------------------------------------------------------|--------|
| <input type="checkbox"/>            | INTEGRITY CUSTOM BUILDERS        | 19103 114TH PL SE SNOHOMISH WA 98290-8661              | Closed |
| <input type="checkbox"/>            | INTEGRITY CONSTRUCTION GROUP LLC | 5105 N 35TH ST TACOMA WA 98407-3417                    | Closed |
| <input type="checkbox"/>            | INTEGRITY ONLINE INC             | PO BOX 13327 JACKSON MS 39236-3327                     | Closed |
| <input type="checkbox"/>            | INTEGRITY NW LLC                 | 18321 OLD SUMNER BUCKLEY HWY BONNEY LAKE WA 98391-7147 | Closed |
| <input type="checkbox"/>            | INTEGRITY VT                     | 5001 N 22ND ST TACOMA WA 98406-3449                    | Closed |
| <input checked="" type="checkbox"/> | INTEGRITY CLEANING SERVICES      | 1217 119TH ST S TACOMA WA 98444-2421                   | Open   |
| <input type="checkbox"/>            | INTEGRITY ELECTRIC INC           | 4501 KENNEDY RD NE TACOMA WA 98422-1801                | Closed |
| <input type="checkbox"/>            | INTEGRITY SERVICES               | 3801 S 9TH ST TACOMA WA 98405                          | Closed |
| <input type="checkbox"/>            | HAMEL INTEGRITY PUBLISHING INC   | 1410 E 52ND ST TACOMA WA 98404-2713                    | Closed |





Choices  
Convenient  
A Click Away



We're changing to serve you better.

[Login](#) for more services.

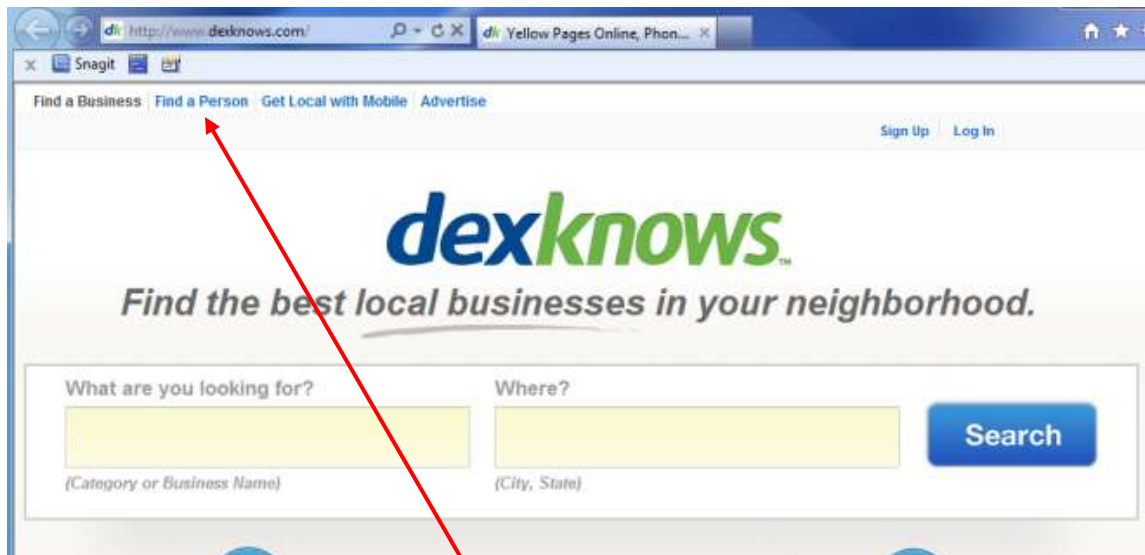
[Home](#)  
[Citizen Request Center](#)  
[Request a Service](#)  
[Tax & License](#)  
[Links](#)  
[Business Records Search](#)  
[Business Records Search](#)  
[FAQ](#)

### Tax & License Business Records Search

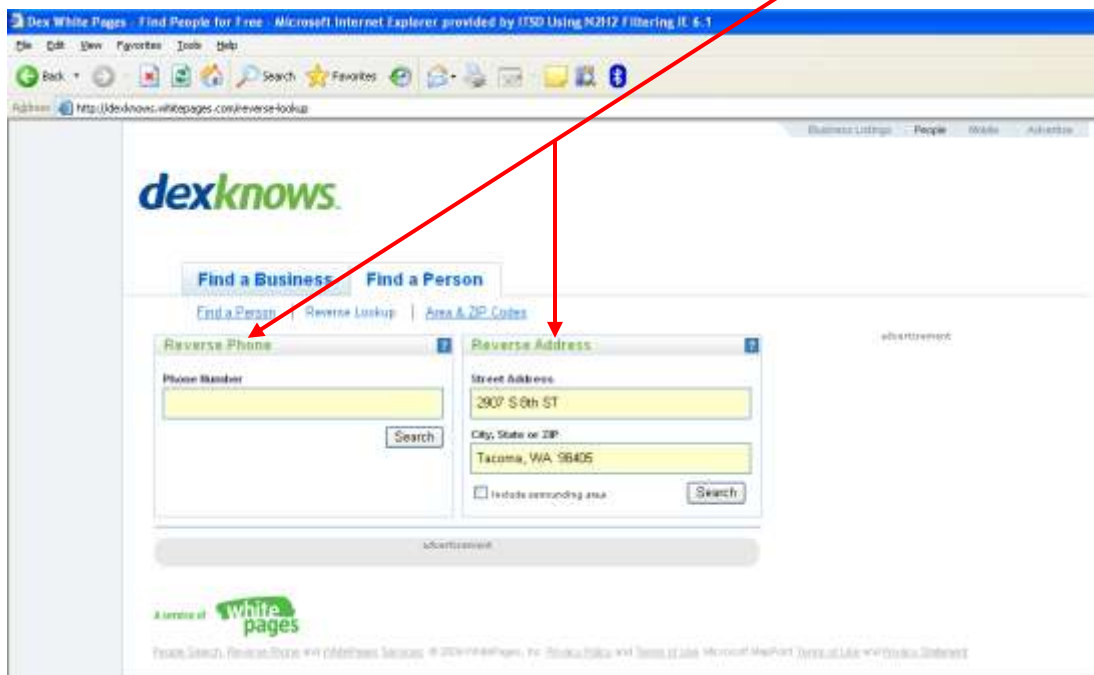
|                          |                                       |
|--------------------------|---------------------------------------|
| <b>UBI</b>               | 6024960574                            |
| <b>Owner Name</b>        | ROBERT A MCLEAN                       |
| <b>Doing Business As</b> | INTEGRITY CLEANING SERVICES           |
| <b>Mailing Address</b>   | 1217 119TH ST S TACOMA WA 98444-2421  |
| <b>Business Location</b> | 1217 119TH ST S TACOMA WA 98444-2421  |
| <b>Ownership Type</b>    | SOLE PROPRIETOR                       |
| <b>Account Opened</b>    | 4/22/2005                             |
| <b>Account Closed</b>    |                                       |
| <b>Account Re-opened</b> |                                       |
| <b>NAICS</b>             | 561720                                |
| <b>Industry Name</b>     | JANITORIAL SERVICES (ES 0200 0225 06) |
| <b>Information As Of</b> | 4/11/2012                             |

The City of Tacoma's Tax & License Business Records Database provides you with public information for businesses registered with the City of Tacoma. It is a free service provided for informational purposes only. Creating a list from this information for commercial purposes is prohibited by law.

(7) **DEX Online:** <http://www.dexknows.com> . This site is the “Yellow Pages” home page, and is likely to be more up-to-date than the “hard-copy” book, making it particularly useful for new companies. (This site also has very versatile "spelling corrector" logic in its search engine; given the name "Wilrose Quilts" from an RTW form, it actually suggested the correct company name of "Wild Rose Quilt Shop", which resulted in a find in TAXIS, then in SKIES.)

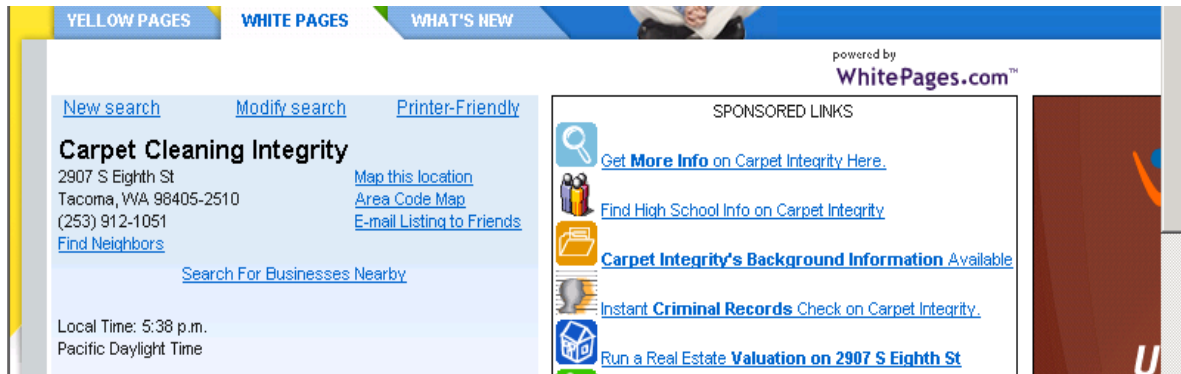


The “White Pages” tab appearing here can also be accessed directly by going to <http://dexknows.whitepages.com/reverse-lookup>, and provides a very useful **Reverse Address Search** function, as well as a **Reverse Phone Search** – the latter formerly fee-only, now a free service, so long as the customer doesn’t have a restricted listing.



A typical result is shown below. (In this particular case, this method was the only option which produced usable results, in the form of a phone number which could be called for further

information, since the TAXIS – and hence SKIES – entries contained a misspelling of the company name, probably reflecting one on the Master Business Application itself; see the TAXIS screen print at the top of page 9 above.)



An alternative starting place for these searches is <http://www.whitepages.com/>, which actually provides the directory-to-Internet interface engine for DEX.

**(8) GOOGLE** the company. Most companies maintaining a website will have contact information on their site somewhere, on a Contact Us page, or one named About Us, or something of the sort. Even if you don't find a proprietary site, you may find sufficient clues in entries such as quoted news articles, Chamber of Commerce minutes, etc.

**(9) Searching by Job Seeker files:** useful when trying to record the placement of someone who was hired over three weeks ago. If the individual is registered in SKIES, their hire may be reflected in the **New Hire Interface Information** available at the top of the **Job Seeker > Follow Up > TAXIS Wage Progression** screen, as WA employers are required to report each hire within 21 days.

The screenshot shows the SKIES (Services Knowledge & Information Exchange System) interface. At the top, there is a header with the SKIES logo and the text 'Name: JONES'. Below this, there is a section titled 'New Hire Interface Information' which contains a form with the following fields: Number (12051251), Date Reported (15-JUN-2007), Employer (CORLISS RESOURCES INC), Address (PO BOX 487), City (SUMNER), State (WA), and Zip Code (98390090). Below this section, there is a section titled 'TAXIS Interface Wage Information' which displays a table of wage data for the 2nd Quarter of 2005. The table has columns for Quarter, Total Hours, Total Wages, Employer Name, and Calculated Hourly Wage Total. The data is as follows:

| Quarter | Total Hours | Total Wages | Employer Name          | Calculated Hourly Wage Total |
|---------|-------------|-------------|------------------------|------------------------------|
| 2       | 358         | \$10,317.08 | OVERLAKE HOSPITAL      | \$28.82                      |
| 3       | 431         | \$11,556.35 | OVERLAKE HOSPITAL      | \$26.81                      |
| 4       | 538         | \$13,645.51 | OVERLAKE HOSPITAL      | \$25.36                      |
| 1       | 271         | \$8,256.30  | OVERLAKE HOSPITAL      | \$30.47                      |
| 2       | 235         | \$7,440.15  | OVERLAKE HOSPITAL      | \$31.66                      |
| 1       | 77          | \$1,036.40  | CADMAN INC             | \$13.46                      |
| 1       | 48          | \$971.98    | AEF FREIGHT SYSTEM INC | \$20.25                      |
| 1       | 10          | \$165.97    | GASTON BROS EXCAVATING | \$16.60                      |

At the top right of the screen, there is a status bar showing 'JS190 Prod: 4.00.0'. A red arrow points from the 'New Hire Interface Information' section to the 'TAXIS Interface Wage Information' section. A green arrow points from the 'TAXIS Interface Wage Information' section to the text below.

At the same location, a worker's wages may be shown in the **TAXIS Interface Wage Information** at the bottom of the screen, if he or she worked for the company in question during a completed calendar quarter in the past two years. This information may even include automatically-calculated data on the employee's hourly wage rate.